






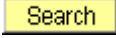


## STATE OF NORTH DAKOTA

Receiving Training Exercises

# RECEIVING TRAINING MANUAL - EXERCISES

When creating the transactions in these exercises, please use the values provided in the exercise. The course instructor will review the answers to the exercises in class.

RECEIVING - Scenario 1		
Fully Receive a PO		
Enter New Receipt		
Steps	Directions	Comments
Step 1	<b>Enter New Receipt</b> <b>Navigation:</b> Purchasing → Shipments → Maintain Receipts	
Step 2	Verify Business Unit. Leave <b>Receipt Number</b> as NEXT. Make sure <b>PO Receipt</b> is ✓. Click  .	
Step 3	Pick Purchase Order Page. Enter <b>PO ID</b> . Click  .	The PO to use will be provided by the instructor.
	Select ✓ all PO schedules to be received. Click  .	
Step 4	Receiving Page The full quantity of each PO schedule should default into the <b>Receipt Qty</b> field. Accept the full quantity for each line.	
Step 5	Press  .	
Step 6	Record Receipt Number.	

RECEIVING - Scenario 2		
Partially Receive a PO		
Enter New Receipt		
Steps	Directions	Comments
Step 1	<b>Enter New Receipt</b> <b>Navigation:</b> <i>Purchasing → Shipments → Maintain Receipts</i>	
Step 2	Verify Business Unit. Leave <b>Receipt Number</b> as NEXT. Make sure <b>PO Receipt</b> is ✓. Click  .	
Step 3	<b>Pick Purchase Order Page.</b> Enter <b>PO ID</b> . Click  .Select ✓ all PO schedules to be received. Click  .	The PO to use will be provided by the instructor.
Step 4	<b>Receiving page.</b> The full quantity of the each line should default into the <b>Receipt Qty</b> . Lines 1 and 2 - Enter a partial quantity for in the <b>Receipt Qty</b> field for each line. Line 3 – Accept the full quantity.	
Step 5	Press  .	
Step 6	Record Receipt Number.	